



Michigan Department of State Police

Emergency Management Division Informational Letter

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Volume: 05-08

March 30, 2005

TO: Local and District Emergency Management Coordinators
SUBJECT: Notice of New Solution Area Planner (SAP) Eligibilities for the 2004 Homeland Security Grant Program (HSGP)

The Michigan State Police (MSP), Emergency Management Division (EMD) would like to announce new eligible expenses for Solution Area Planners (SAPs) during the 2004 Homeland Security Grant Program (HSGP). This informational letter highlights the changes in SAP eligibility from the 2003 State Homeland Security Grant Program (SHSGP) Part II Solution Area Planner Grant to the 2004 HSGP.

It has been determined that SAPs may be reimbursed for any authorized planning expense in the 2004 HSGP guidance.

AUTHORIZED 2004 HSGP Planning Expenses

- Regular time and eligible fringe benefits - health insurance, dental insurance, vision insurance, life insurance, worker's compensation, unemployment insurance, FICA (social security and Medicare), and retirement.
- Contractors/Consultants hired to support eligible planning activities.
- Conferences, workshops, and meetings supporting eligible planning activities.
- Rental of space for eligible planning activities.
- Materials and supplies required to support eligible planning activities.
- Travel costs to support eligible planning activities – Mileage, hotel, meals, per diem, and airfare.

UNAUTHORIZED 2004 HSGP Planning Expenses

- Overtime and overtime fringe benefits are not eligible planning expenses.
- General-use software - word processing, spreadsheet, graphics.
- General-use computers and related equipment, such as personal digital assistants.
- General-use vehicles.
- Licensing fees, including computer software.
- Weapons systems and ammunition.
- Construction or renovation of facilities.
- Activities unrelated to the completion and implementation of 2004 HSGP planning.

This change will not apply to the current 2003 SHSGP Part II SAP Grant. This change will only apply to the 2004 HSGP.

For those local emergency management programs that have used all of their 2003 SHSGP Part II SAP Grant funds and wish to continue funding for a SAP, or did not participate in the 2003 SHSGP Part II SAP Grant and wish to have a SAP as a project in the 2004 HSGP, please complete the Reimbursement Coversheet (EMD-054) to be reimbursed for any eligible project expenses. If hiring a new SAP, submission of a position description for the new SAP is required.

For the 2004 HSGP, please make sure that a SAP is identified as a project in the Initial Strategy Implementation Plan (ISIP). If a SAP is not identified as a project in a sub-grantee's ISIP, the sub-grantee may shift funds to provide for a SAP, provided that the project is in compliance with the SAP guidelines (explained in EMD Information Letter 03-18 found at http://www.michigan.gov/documents/03-18-with_attach_79836_7.pdf). While the Biannual Strategic Implementation Report (BSIR) is currently closed for edits, sub-grantees should document the changes in funding of projects and make the appropriate modifications during the next open online reporting period.

The Reimbursement Coversheet (EMD-054) still needs to be completed for any 2003 or 2004 SAP Grant reimbursement requests. However, the only supporting documents required are the new reimbursement detail forms distributed in EMD Information Letter 05-07. These are the Payroll Reimbursement Detail (EMD-055), Travel Reimbursement Detail (EMD-057), and the Supplies and Other Items Reimbursement Detail (EMD-056). See Informational Letter 05-07 for more direction regarding form submittal.

As a reminder, federal funds under a homeland security grant award will be used to supplement, but not supplant, local funds for homeland security preparedness. Grant funds may not be used to replace local funds that would, in the absence of federal aid, be available for forthcoming programs. A grant recipient may not use federal grant funds to pay for programs that the recipient already is obligated to pay for or has funded.

For example, supplanting means that it is a grant violation if a local emergency management program intentionally reduces the number of hours committed to and worked on the Emergency Management Performance Grant (EMPG) and increases the number of hours worked as a SAP solely because the SAP funds are reimbursed 100% and do not have a match associated with them, as with the EMPG funds.

For more discussion on this issue, please register for the "How to Survive an Audit" class (G2) being held at the 2005 Homeland Security Conference.

If you have any questions regarding this change, please contact David Lundquist at (517) 324-2386 or at lundquid@michigan.gov.

Sincerely,



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